

**REQUEST FOR ANNOUNCEMENT OF
CONTINUING LEGAL EDUCATION ACTIVITY
(CCLE Form 18)**

Please mail completed form to:
The Supreme Court of Ohio
Commission on CLE
65 South Front Street, 5th Floor
Columbus, Ohio 43215-3431

Activity Code: _____

The following action has been taken on this application:

- APPROVED for _____ CLE credit(s), including _____
Professional Conduct Credit Hours.
- ACCREDITATION DENIED. Reference _____

Date: _____

CLE Staff: _____

SPONSOR INFORMATION

1. Sponsor Number: _____		
2. Name and address of organization providing or sponsoring the activity (not the name of person applying). _____ _____		
3. Website: _____		
4. Name of sponsor contact person: _____	5. Telephone Number: _____	6. Email Address: _____

ACTIVITY INFORMATION

7. Title of Activity: _____		
8. Date(s) and Location(s) (Including City and State): _____		
9. Methods of Presentation: <input type="checkbox"/> Faculty in room with participants <input type="checkbox"/> Live Technology <u>in group setting</u> (includes Satellite, Videoconference, and Teleconference) If Live Technology, was there an opportunity to ask questions of faculty during or immediately following the presentation? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prerecorded Presentation Name of Qualified Speaker for prerecorded presentation (attach speaker biography): _____ Ohio Attorney Registration Number: _____		
10. Has the sponsor developed a method of evaluation for this activity? <input type="checkbox"/> Yes <input type="checkbox"/> No Please note that a method of evaluation is required for the Activity to be eligible for CLE accreditation.		
11. Are course materials provided to attendees? <input type="checkbox"/> Yes <input type="checkbox"/> No Total Number of Pages: _____ When are materials distributed? <input type="checkbox"/> Before Program <input type="checkbox"/> At program <input type="checkbox"/> Electronic <input type="checkbox"/> Other, please explain _____		

REQUIRED DOCUMENTATION

12. All information requested MUST BE PROVIDED ON THIS FORM. <ul style="list-style-type: none">• Attach a copy of the brochure/program schedule.• Provide evidence that the run time of the activity is an amount of time equivalent to the number of CLE hours requested.• Announcement of each CLE activity shall be filed at least thirty days prior to the first presentation of an activity.
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TOTAL HOURS REQUESTED

13. Please state the total hours of instruction for which you are requesting CLE credit, not including breaks, business meetings, or opening or closing remarks: General Hours: _____ Professional Conduct Credit Hours: _____ Total Hours: _____
